

New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE

QUALITY MANAGEMENT SERVICES

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Approved: B. Strizki

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Subject: Verification Reviews

Bureau(s) Affected: Division of Project Management

Bureau of Design Support Engineering - Quality Assurance Review Unit

Description of Issue(s):

According to Section 6.2 of the NJDOT Procedures Manual (Quality Assurance Procedure for Design), once all action items in the Comment Resolution Summary from the Final Design Review are completed, the Designer shall then submit the Designer's PS & E (DPSE) package. Once it is determined that the DPSE submission requirements and time frames are acceptable, the Quality Assurance Team Leader (QATL) reviews the submission and requests review by the respective team members as required, to ensure all comments and action items have been properly addressed. This verification review must be satisfactorily completed before the project is certified by the QATL and the advertisement process can proceed.

There have been instances where several verification reviews have been held for a project. This has resulted in increased Departmental costs due to the additional effort required to complete the reviews. It has also resulted in delays in the delivery of the project due to the additional time necessary for the designer to address the comments that have arisen from these additional reviews, as well as the time required for the back and forth submittals between the Department and the designer.

Corrective Action Plan:

During a project's verification review, the QATL, in conjunction with the Project Manager, may determine that the designer did not properly address all previous comments and action items, and that another DPSE submission from the designer is warranted. If this occurs, the Designer (consultant or in-house), the Project Manager, and the QA Team Leader (together) must bring this issue before the CPM senior staff at their weekly meeting to get concurrence in requiring another verification review. This requirement will apply for each additional designer's submission and subsequent verification review and shall be observed until further notice.

Implementation: Immediately

